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GOVERNMENT OF MANIPUR
SECRETARIAT: HOME DEPARTMENT

NOTIFICATION

Imphal, the 14th January, 2025

No. H-3501/4/2021-HD-HD: In exercise of the powers conferred by section 2 and section 4 of the Bengal Eastern Frontier Regulation, 1873 (Regulation 5 of 1873) as extended to the State of Manipur vide Order of President of India No. S.O. 4433(E) dated 11.12.2019, the State Government hereby prescribes the following guidelines further to amend the existing Manipur Inner Line Permit Guidelines, 2019, namely:

"MANIPUR INNER LINE PERMIT GUIDELINES (AMENDMENT), 2024"

1. Short title and Commencement. -

(1) These Guidelines may be called the "Manipur Inner Line Permit Guidelines (Amendment), 2024"
(2) They shall come into effect from the date of their publication in the Official Gazette of Manipur.

3. Insertion of Sub Para (v) after Sub para (iv) of Para no. 4 as:

"v. Working ILP: This permit is issued for the following categories of workers:

a) **Half Yearly Working ILP Permit:** For Workers/Labours in unorganized sector duly and temporary Employees of Registered Private Sector companies, firms and institutions sponsored by any permanent resident of the State or by the management of the company, firm or institution not below the rank of Managing Director or Proprietor as the case may be for a period of 180 days or the period of stay in Manipur for the purpose whichever is earlier; The permit can be extended for another 180 days after following the same procedure. Extension beyond 360 days in total is not permitted. The person can apply for fresh working permit only after expiry of cooling in period of 30 days; and

b) **Annual Working ILP Permit:** For Regular Employees of Registered Private Sector companies, firms and institutions duly sponsored by the management of the company, firm or institution not below the rank of Managing Director or Proprietor for a period of 360 days or the period of the employment/engagement whichever is earlier. The permit is not extendable. The person can apply for fresh permit with minimum gap of one day between 2 permits"

4. Insertion of Sub Para (v) and (vi) under Para No. 5, namely –

v. For Working ILP: Deputy Commissioners in their respective Districts or any other agencies authorized by State Government

vi. Permit Issuing Authorities (PIAs) shall verify the details and past records of sponsors before issue of any ILP which shall cover the past history of any back listing of the sponsor. The verification of the sponsor shall have to be done with personal appearance either physically or virtually."

5. Substitution of Sub Para (a) & (b) under Para No. 6 with-

"a) The authorities authorized to issue permit may renew the permit on receipt of an application from concerned person or agency, subject to maximum of two such terms within the ceiling of total tenure as prescribed, except Temporary, Regular and Annual Working Permit. In case of exceptional medical emergency on the recommendation of Authorized Registered Medical Practitioner only in the case where the permit holder is not medically fit for transportation/commutation, 15 days grace period may be issued by the respective issuing authorities with approval of Home Department and on payment of Rs. 500/- and during such period, the person should arrange for exiting the State of Manipur; and such grace period cannot be availed more than once"

b) Any further renewal beyond 2 such terms shall be referred to Home Department for further renewal, who may consider renewal subject to satisfaction of the circumstance except Temporary, Regular & Annual Working ILP."

6. Insertion of the following Sub Para (d) under Para No. 6, namely –

"d) Those Temporary, Regular or Annual Working ILP holders whose permit is expiring, can apply for fresh Temporary, Regular or Annual Working ILP Permit only after a gap of minimum 1 day after exiting Manipur as extension or renewal is not allowed in their case. However, Temporary and Regular ILP can be converted to Labour, Working – Half Yearly or Annual and Special ILP for eligible cases after following due procedure. Any application for any kind of ILP should be made at least 7 days prior to the date of expiry of the valid permit in case of extendable permits and at least 7 days in advance in case of fresh permit."

7. Insertion of clause (v) under sub-Para (c) of Para No. 7 with –

"v. Working ILP shall be in Form 'L' for Half Yearly Working Permit & Form 'M' for Annual Working ILP"

8. Insertion of Sub Para no. (f) under Para no 9, namely –

"f) For any criminal or anti-social activity done by such Special ILP holder, the sponsoring individual shall be responsible for early apprehension of the Permit holder and furnish all relevant information to the concerned Police Station."

9. Insertion of Sub Para no. (f) under Para no 10, namely –

f) For any criminal or anti-social activity done by such Regular ILP holder, the sponsoring individual shall be responsible for early apprehension of the Permit holder and furnish all relevant information to the concerned Police Station."

10. Insertion of Para no. 12A after Para no 12, namely –

"12A. Working Inner Line Permits:

a) Working ILP shall be given to those who are covered under Sub Para (v) after Sub para (iv) of Para no. 4 of the Manipur Inner Line Permit Guidelines (Amendment), 2024.

- b) The sponsor shall submit the details of the person for whom the permit is sought in Form 'L' for Half Yearly Working Permit & Form 'M' for Annual Working ILP.
- c) It shall be the responsibility of the sponsor that the working ILP holder shall not overstay beyond the validity of the permit. He shall ensure exit of the permit holder out of Manipur on expiry of permit period.
- d) Annual Working ILP is not extendable and the permit holder shall have to exit the State of Manipur before the expiry of the permit period. However, in case of Half Yearly Working Permit, the permit may be extended for another 180 days following the same procedure and extension beyond 360 days in total is not permitted. Fresh application in such case can be made only after expiry of one month's cooling in period.
- e) For any criminal or anti-social activity done by such Working ILP holder, the sponsor shall be responsible for early apprehension of the Permit holder and furnish all relevant information to the concerned Police Station."

11. Insertion of Sub Para (a) (v) after Sub Para (a) (iv) under Para no. 13, namely-

"v. Working Permit: (a) Half Yearly Working Permit: Fee shall be Rs. 1,000/- for Workers/Labours in unorganized sector and (b) Annual Working Permit: Rs. 2,000/- for Regular Employees of Registered Private Sector companies, firms and institutions.

12. Insertion of Sub Para (e) under Para no 13, namely –

"e) Fees for children up to 3(three) year shall be exempted, however ILP of suitable type should be obtained for such children from respective issuing authorities."

13. Insertion of Sub Para (e) under Para no 14, namely –

"e) Working ILP: Form 'N' for Half Yearly Working Permit & Form 'O' for Annual Working ILP."

14. Insertion of sub-Para (c), (d) (e) and (f) under Para No. 20, namely -

"c) If any non-permanent resident person who have entered Manipur with Regular, Labour., Special or Working ILP is found staying without valid ILP Permit, the sponsoring entity eg. Person/ Contractor/firm/Agency/ Company/institution etc shall be liable to pay Rs 50000/- of penalty per person and which may be extended upto Rs 1 Lakh per person or the sponsor shall be liable to be prosecuted under the provisions of the Bengal Eastern Frontier Regulation, 1873. He/ She can apply for fresh permit – a) in case of Regular permit holder: with sponsorship of the Person/ Contractor/ firm/ Agency/ Company only after payment of the penalty fee and after a minimum gap of 1 day after exiting Manipur; and b) in case of Labour / Special Permit/working permit holders: only with sponsorship of the Person/ Contractor/ firm/ Agency/ Company/institution only after payment of the penalty fee.

d) Any Public Authority involve in activities in violation of the Manipur Inner Line Permit Guidelines by issue of unauthorized of fake ILP or anyone involve in such activities which is against the spirit of Inner Line Permit System in the State of Manipur shall be liable to a fine of Rs. 1 lakh per person/permit or shall be liable to be prosecuted under Provisions of the Bengal Eastern Frontier Regulation, 1873. In

the later case the previous permission of the State Government shall have to be obtained before starting any proceeding.

e) All fines in the form of penalty can be collected by Home Department, Chairman of State Level Monitoring Committee, Permit Issuing Authorities, Judicial and Executive Magistrates before which the defaulter is produced, Superintendent of Police concerned, the Officer in Charge of Police Stations and any other Public Authority authorized by the State Government. Any amount collected as penalty shall have to be deposited to the State Exchequer without any delay by the collecting authority.

f) For deportation of the defaulters, the cost of transportation shall be borne by the defaulter himself in case of temporary ILP holders and by the sponsor in case of Regular, Working and Special Category ILP holders; and the commutation shall be done by the Police. The cost so incurred shall have to be paid by the defaulter or sponsor as the case may be to the concerned Superintendent of Police."

These amendments are made and notified with approval of the State cabinet vide its decision dated 10-10-2024.

DR. MAYENGBAM VETO SINGH,
Joint Secretary (Home), Government of Manipur.

FORM 'L'

GOVERNMENT OF MANIPUR
APPLICATION FOR ISSUE OF HALF-YEARLY WORKING INNER LINE PERMIT
(EXTENDABLE UPTO MAXIMUM 360 DAYS IN TOTAL)

(Three passport size photographs of applicant and sponsor to be enclosed. One to be pasted in the space)

Passport size photograph of applicant	Passport size photograph of Sponsor
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- 1 Name of the Applicant :
- 2 Father /Mother 's Name:
- 3 Address: Village H.N
Tehsil District
Police Station State
Email id (optional):
- 4 Aadhar/Pan Card/Passport/Driving License Number:.....
- 5 Date of birth / Age :
- 6 Purpose of Visit:
- 7 Period of Stay: (Maximum: 180 days).
- 8 Place of Stay in Manipur:
 a. Full Address:.....
 b. PO & PS:.....
 c. District:.....
 d. Area Pin code:.....
9. Mobile contact Number :

Signature of Applicant**Sponsor:**

- 1 Name of the Sponsor:.....
- 2 Name of the Company/ firm/Institute
- 3 Designation of the Sponsor
- 4 Address: Village H. No
Tehsil District
Police Station State
- 5 Aadhar Number:
- 6 Mobile contact number :
- 7 Email id.....

I agree to the following terms and conditions:

- a) I shall be responsible for the good conduct of the permit holder during his stay in the state of Manipur;
- b) I shall be responsible for deportation of the permit holder if the authorities direct;
- c) I shall produce the permit holder or furnish his whereabouts if called upon;
- d) In the event of any default on my part, I shall be liable for prosecution by competent court.

Place:

Date:

Signature of Sponsor

Note: Filling up in all fields is mandatory. No Column shall be left blank.

FORM 'M'

GOVERNMENT OF MANIPUR
APPLICATION FOR ISSUE OF ANNUAL WORKING INNER LINE PERMIT
(NON-EXTENDABLE)

(Three passport size photographs of applicant and sponsor to be enclosed. One to be pasted in the space)

Passport size photograph of applicant	Passport size photograph of Sponsor
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1. Name of the Applicant :
2. Father /Mother 's Name:
3. Address: Village H.N.....
Tehsil District
Police Station State
Email id (optional):
4. **Aadhar/Pan Card/Passport/Driving License Number:**.....
5. Date of birth / Age :
6. Purpose of Visit:
7. Period of Stay: (Maximum: 360 days).
8. Place of Stay in Manipur:
 - a. Full Address:
 - b. PO & PS:.....
 - c. District:.....
 - d. Area Pin code:.....
9. Mobile contact Number :

Sponsor:

1. Name of the Sponsor:.....
2. Name of the Company/ firm/Institute

3. Designation of the Sponsor

4. Address: Village H. No

Tehsil District

Police Station State

5. Aadhar Number:

6. Mobile contact number :

7. Email id.....

Signature of Applicant

I agree to the following terms and conditions:

a) I shall be responsible for the good conduct of the permit holder during his stay in the state of Manipur;

b) I shall be responsible for deportation of the permit holder if the authorities direct;

c) I shall produce the permit holder or furnish his whereabouts if called upon;

d) In the event of any default on my part, I shall be liable for prosecution by competent court.

Place:

Date:

Signature of Sponsor

Note: Filling up in all fields is mandatory. No Column shall be left blank.

FORM 'N'

**GOVERNMENT OF MANIPUR
HALF - YEARLY WORKING INNER LINE PERMIT
(EXTENDABLE UPTO MAXIMUM 360 DAYS IN TOTAL)**

Permit No

Passport size photograph of applicant	Name of Permit holder.....	
	Father /Mother's Name	
	Aadhaar No or ID No.....	
	Date of Issue.....	Valid till.....
	Mobile Contact Number	
	Place of Stay:	
	a. Address with care of.....	
	b. PO&PS.....	
	c. District:.....	
	d. Area Pin code.....	
e. Email id.....		
Place of Work		
Purpose.....		
Name of company/firm/institute.....		
Name of Sponsor.....		
Contact No. of Sponsor.....		
Email id of Sponsor:		
Place of Issue:.....		

Date:

Signature of Issuing Authority

Instructions:

1. ILP permits shall be carried in person at all times either physical or electronic copy and produced whenever demanded by authorities concerned.
2. Whenever there is change in Place of stay / contact No., permit holders shall immediately report to the concerned District authorities through the ILP portal (<http://manipurilponline.mn.gov.in>).
3. In case of loss of Permit , the person shall contact/approach the issuing authority with a valid Aadhaar Card /Pan card /Driving license /Passport along with the Permit No ./Contact No . written in the last permit issued or access the ILP portal for issue of duplicate permit.
4. No applicant shall misuse the details /signature of sponsors at any point of time.
5. Any Permit holder found to be using fake document, forging ILP shall be penalized under the relevant law.
6. For applying exemption, application should be submitted at least 7 days before the date of expiry, wherever required.
7. The Permit holder should ensure mandatory entry in the Online Portal at the entry gate.
8. Permits shall be mandatorily returned to the authorized functionary at the exit points before exiting the State. Holders of ILP who do not submit/surrender the permit will be taken as defaulter. In case of electronic permits, the holder should get the QR Code scanned at the exit point.
9. **THE PERMIT IS EXTENDABLE.** In case of extended Half-Yearly Working ILP, extension cannot be beyond 360 days in total. The person can apply for fresh Half Yearly Permit only after physical exit from the State and expiry of cooling in period of minimum 30 days.

FORM 'O'

**GOVERNMENT OF MANIPUR
ANNUAL WORKING INNER LINE PERMIT
(NON-EXTENDABLE)**

Permit No

Passport size photograph of applicant	Name of Permit holder..... Father /Mother's Name Aaadhaar No or ID No..... Date of Issue..... Valid till..... Mobile Contact Number Place of Stay: a. Address with care of..... b. PO&PS..... c. District:..... d. Area Pin code..... e. Email id..... Place of Work Purpose..... Name of company/firm/institute..... Name of Sponsor..... Contact No. of Sponsor..... Email id of Sponsor:
Place of Issue:	

Date:

Signature of Issuing Authority

Instructions:

1. ILP permits shall be carried in person at all times either physical or electronic copy and produced whenever demanded by authorities concerned.
2. Whenever there is change in Place of stay / contact No., permit holders shall immediately report to the concerned District authorities through the ILP portal (<http://manipurilponline.mn.gov.in>).
3. In case of loss of Permit , the person shall contact/approach the issuing authority with a valid Aadhaar Card /Pan card /Driving license /Passport along with the Permit No ./Contact No . written in the last permit issued or access the ILP portal for issue of duplicate permit.
4. No applicant shall misuse the details /signature of sponsors at any point of time.
5. Any Permit holder found to be using fake document forging ILP shall be penalized under the relevant law.
6. The Permit holder should ensure mandatory entry in the Online Portal at the entry gate.
7. Permits shall be mandatorily returned to the authorized functionary at the exit points before exiting the State. Holders of ILP who do nor submit/surrender the permit will be taken as defaulter. In case of electronic permits, the holder should get the QR Code scanned at the exit point.
8. **THE PERMIT IS NON- EXTENDABLE.** For any fresh application, the person should apply after a gap of at least 1 day between 2 permits and after physical exit from the State.